

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SOCIAL WORKER CLASS SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
SOCIAL WORKER I	41411
SOCIAL WORKER II	41412
SOCIAL WORKER III	41413
SOCIAL WORKER IV	41414

Effective: 07-01-2004

SERIES DISCUSSION:

The Social Worker series encompasses professional positions engaged in the treatment/habilitation of emotionally disturbed (mentally ill), developmentally disabled or other disabled individuals, by persons formally trained in social work. Positions included perform case management functions and provide therapeutic social services to recipients or provide leadership to professionals engaged in treatment/habilitation activities. The population serviced by incumbents in this series includes, but is not restricted to, the mentally ill, the developmentally disabled, children, and the aged who are typically in an institutional setting. The primary focus of the services provided by positions in this series pertains to therapeutic treatment/habilitation; the purposes of treatment/habilitation are to enable each recipient to return to either a less restrictive environment or the general population from which the recipient originated. Series progression recognizes increasing responsibility for engaging in and providing clinical social work services. The illustrative examples of work of each level within this series are descriptive illustrations of the type of work encompassed but should not be interpreted as the only Social Worker duties that could be performed.

Positions where duties and responsibilities are characteristic of other specialized professional series are excluded from the Social Worker series. Positions principally engaged in guidance or counseling or therapeutic treatment of clients where professional knowledges and abilities applied draw from the general category of the behavioral or social sciences, rather than specifically from social work, are also excluded from this series.

SOCIAL WORKER I

POSITION CODE: 41411

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs beginning level social work duties; receives training in social work services and carries a progressively larger case load subject to close guidance and review of the supervisor or more experienced Social Worker.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a beginning level caseworker in the Department of Human Services, prepares social history updates; attends and participates in professional interdisciplinary treatment/ habilitation team meetings; seeks authorizations from recipient's guardian for releases of information and for the use of restrictive modalities; receives periodic training related to treatment/ habilitation of recipients from the supervisor and through attendance in staff development programs.
2. As a beginning level caseworker in the Department of Corrections, assists in conducting individual and group therapy, counseling and crisis intervention; assists in making social diagnostic assessments of the mentally ill; assists in developing a comprehensive treatment plan for prospective parolees by seeking input from professionals in other areas (e.g., physicians, nurses, psychiatrists, teachers, etc.); receives periodic training from the supervisor and/or more experienced Social Worker.
3. As a beginning level caseworker in the Department of Veterans' Affairs, prepares social history updates; counsels recipients regarding adjustment and behavioral plans; assists in crisis intervention; assists in discharge planning; receives periodic training from the supervisor and/or more experienced Social Worker.
4. As a beginning level school social worker in the Department of Human Services, assists in counseling students whose behavior indicates maladjustments or anxiety or whose coping skills are inadequate to the situation; monitors group behavior; contributes to the identification of problems and the diagnosis of social disorders; assists in organizing and supervising group activities to enable students to learn effective coping mechanisms; assists in evaluating progress of students; receives periodic training from the supervisor and/or more experienced Social Worker.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

SOCIAL WORKER I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a master's degree in social work from a recognized college or university.

May require the School Social Worker Endorsement from the Illinois State Board of Education.

This class is included as an Upward Mobility Program credential title.

Knowledges, Skills and Abilities

Requires extensive knowledge of the theories and assumptions underlying the social work field.

Requires elementary knowledge of the employing agency's rules and regulations covering the social work field.

Requires ability to prepare complex written and oral reports.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

May require the ability to communicate with the visually impaired via Braille and other recognized methods and with the hearing impaired via sign language and other recognized methods.

SOCIAL WORKER II

POSITION CODE: 41412

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs professional social work services involving the application of social work theory, principles, techniques and practices in both the diagnosis and treatment/habilitation of children, adolescents and adults manifesting complex emotional, social, physical, and/or developmental disorders, and/or in the development of community-based resources for the aftercare of recipients. Duties are performed in an independent manner with only problem cases being referred to the supervisor or a more experienced Social Worker for assistance. Cases carried by incumbents in this class cover the entire spectrum of difficulty, including those of an advanced complexity level.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a caseworker in the Department of Human Services, prepares social histories of recipients; participates in professional interdisciplinary treatment/habilitation team meetings; provides individual therapy or implements habilitation programs for recipients - some of whom are imminently dangerous or have severe skill deficits; seeks authorizations from recipient's guardian for releases of information and for the use of restrictive modalities.
2. As a caseworker in the Department of Corrections, conducts individual and group therapy, counsels recipients and participates in crisis intervention; writes yearly treatment plan; makes social diagnostic assessments of the mentally ill; develops a comprehensive treatment plan for prospective parolees, seeking input from professionals in other areas (e.g., physicians, nurses, psychiatrists, teachers, etc.).
3. As a caseworker in the Department of Veterans' Affairs, prepares social histories of recipients; counsels recipients regarding adjustments and behavioral plans; participates in crisis intervention; prepares and formulates discharge plans.
4. As a school social worker in the Department of Human Services, counsels students whose behavior indicates maladjustments or anxiety or whose coping skills are inadequate to the situation; monitors group behavior; interviews students to evaluate functional skill level; identifies problems and makes diagnoses of social disorders; organizes and supervises group activities to enable students to learn effective coping mechanisms; evaluates progress of students.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

SOCIAL WORKER II (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a master's degree in social work from a recognized college or university supplemented by one year of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled, or other disabled persons.

May require the School Social Worker Endorsement from the Illinois State Board of Education.

When hiring from an open competitive list, candidates who are licensed clinical social workers may be preferred.

This class is included as an Upward Mobility Program credential title.

Knowledges, Skills and Abilities

Requires extensive knowledge of the theories and assumptions underlying the social work field.

Requires a working knowledge of basic principles and techniques in the social work field.

Requires a working knowledge of the employing agency's rules and regulations covering the social work field.

Requires the ability to prepare complex written and oral reports.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

May require the ability to communicate with the visually impaired via Braille and other recognized methods and with the hearing impaired via sign language and other recognized methods.

SOCIAL WORKER III

POSITION CODE: 41413

DISTINGUISHING FEATURES OF WORK:

Under direction, serves in a leadership capacity to professional care staff on a continuous basis as a designated team leader or lead worker; assigns cases to other professionals, monitors other professionals' work and counsels other professionals.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As the designated leader for a professional team, guides, advises and coordinates the professional interdisciplinary team in the formulation and administration of recipient care and treatment/habilitation; reviews recipient's treatment/habilitation, evaluation and progress; reviews and signs off on other professionals' and ancillary staff reports.
2. As the designated lead worker of a unit, is responsible for maintaining a working knowledge of the needs and treatment/habilitation plans of each recipient on the unit; provides guidance and direction to lower level professionals on how to meet the recipient's needs; has input into lower level professionals' performance evaluations; trains lower level professional staff.
3. As the designated clinical supervisor of Social Workers and/or social work graduate students, oversees the delivery of social work or clinical social work services to recipients by reviewing and approving professional duties performed; discusses client cases and treatment/habilitation procedures with assigned staff and assures that they follow correct medical procedures; may provide information to the supervisor concerning the evaluation of performance of, or certify satisfactory performance to the Department of Professional Regulation for licensure purposes of, the Social Workers.
4. May assume responsibility for a caseload, including cases of an advanced complexity level.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:**Education and Experience**

Requires a master's degree in social work from a recognized college or university supplemented by two years of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled, or other disabled persons.

SOCIAL WORKER III (Continued)

May require licensure as a Social Worker by the Department of Professional Regulation.

May require licensure as a Clinical Social Worker by the Department of Professional Regulation.

May require the School Social Worker Endorsement from the Illinois State Board of Education.

Knowledges, Skills and Abilities

Requires extensive knowledge of the theories and assumptions underlying the social work field.

Requires extensive knowledge of the employing agency's rules and regulations covering the social work field.

Requires the ability to serve in a leadership capacity to less experienced professional care staff.

Requires ability to prepare complex written and oral reports.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

May require ability to communicate with the visually impaired via Braille and other recognized methods and with the hearing impaired via sign language and other recognized methods.

SOCIAL WORKER IV

POSITION CODE: 41414

DISTINGUISHING FEATURES OF WORK:

Under direction, serves as a qualified examiner; makes clinical diagnoses; signs certificates of admission for involuntary and court-ordered admissions; presents certificate in court regarding the competency of a recipient who may be discharged by the court and testifies regarding same.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a qualified examiner, prepares a certificate of admission for emergency admissions; testifies in court as to why the certificate was prepared; interviews recipients who may need further hospitalization because of lack of improvement during first involuntary commitment, determines if a certificate is necessary and, if so, prepares certificate; on the orders of a court, examines recipient, makes a diagnosis, determines if commitment is deemed necessary and, if so, prepares a certificate and testifies to same in court.
2. May serve as the designated team leader or lead worker of professional care staff with attendant duties and responsibilities.
3. May assume responsibility for a social work caseload, including cases of a journey or advanced complexity level which do not require the services of a qualified examiner.
4. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a master's degree in social work from a recognized school of social work supplemented by three years of supervised post master's clinical social work practice and possession of a clinical social worker's license from the Department of Professional Regulation.

Knowledges, Skills and Abilities

Requires thorough knowledge of the theories and assumptions underlying the social work field.

Requires ability to make clinical judgments regarding a recipient's competency and defend same in court testimony.

Requires ability to prepare complex written and oral reports.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

May require ability to communicate with the visually impaired via Braille and other recognized methods and with the hearing impaired via sign language and other recognized methods.